

Message Text

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PAGE 01 NDJAME 02043 061354Z

46

ACTION DRC-01

INFO OCT-01 AF-06 ISO-00 L-03 OMB-01 PER-03 MMO-04 SCSE-00

SCA-01 AID-05 OC-05 CCO-00 ABF-01 FSE-00 INR-07

PPTE-00 INSE-00 MED-03 USIA-15 SP-02 FBOE-00 A-01

SY-05 PC-05 /069 W

----- 098618

R 060637Z AUG 76

FM AMEMBASSY NDJAMENA

TO SECSTATE WASHDC 018

UNCLAS NDJAMENA 2043

E O 11652: N/A

TAGS: AINF: OGEN

SUBJECT: PRIVACY ACT OF 1974

REF: STATE 172353

1.NAME OF RECORD

(A) PERSONNEL FILES

(B) HOUSING FILES

(C) CONSULAR FILES (AMERICANS RESIDENT IN CHAD)

(D) TIME AND ATTENDANCE

(E) MEDICAL FILES

2. CATEGORY OF INDIVIDUAL

(A) DIRECT HIRE AND CONTRACT PERSONNEL

(B) DIRECT HIRE PERSONNEL

(C) AMERICAN CITIZEN AND ALIENS

(D) DIRECT HIRE

(E) DIRECT HIRE AND PERSONNEL SERVICES CONTRACT PERSONNEL

3. CATEGORY OF RECORD

(A) PERSONNEL FILES: PERSONNEL ACTIONS, COMMUNICATIONS,
TRAVEL

(B) HOUSING FILES: WATER AND ELECTRICITY BILLS, HOUSING

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PAGE 02 NDJAME 02043 061354Z

INVENTORIES

(C) CONSULAR FILES: BASIC BIOGRAPHIC DATA ON AMERICANS
LIVING IN CHAD AS CONTAINED IN PASSPORT APPLICATIONS,
COMMUNICATIONS CONCERNING AMERICANS IN DISTRESS OR IN
NEED OF ASSISTANCE, VISA FILES ON ALIENS WH ENTERED
THE U. U.

(D) TIME AND ATTENDANCE: TIME KEEPING

(E) MEDICAL FILES: SHOT AND TREATMENT RECORDS

4. AUTHORITY

(A) VOLUME 3 OF THE FOREIGN AFFAIRS MANUAL OF DEPT OF STATE
(FAM)

(B) VOLUME 6 OF FAM

(C) VOLUME 7 AND 8 OF FAM

(D) VOLUME 3 OF FAM

(E) VOLUME 3 OF FAM

5. ROUTINE USES

(A) AID,USIA, ACTION. INFORMATION IS EXCHANGED TO ASSIST
IN PERSONNEL MATTERS OR FOR COORDINATION OF POST POLICIES

(B) AID,USIA, ACTION. INFORMATION IS USED BY ADMINISTRATIVE
SECTION IN CONNECTION BUILDING MAINTENANCE, LEASING, AND
FOR EFFECTIVE POST MANAGEMENT

(C) INFORMATION IS USED BY CONSULAR OFFICER AND LOCAL EMPLOYEE
CONSULAR ASSISTANT ON A NEED-TO-KNOW BASIS.

(D) INFORMATION WOULD BE GIVEN TO USIA, AID AND ACTION
IF REQUESTED FOR PERSONNEL ACTIONS

(E) INFORMATION IS KEPT CONFIDENTIAL AND IS ONLY GIVEN TO
DEPARTMENT OF STATE MEDICAL DIVISION, FRENCH OF U.S.
MILITARY DOCTORS ON NEED-TO-KNOW BASIS

6. STORAGE-ABCDE-PAPER COPIES AND PUNCH CARDS MAINTAINED
IN FILE FOLDERS.

RETRIEVABILITY-ABCDE-NAME, POSITION UNMBERS, HOUSING LEASE
NUMBERS.

SAFEGUARDS-ABD-FILES ARE STORED IN BAR LOCK CABINETS
IN SECURE AREA. LIMITED TO U.S. CITIZENS (DIRECT HIRE)
CONSULAR FILES (C) ARE LIMITED TO PERSONNEL OF CONSULAR
OFFICES AND ON A NEED-TO -KNOW BASIS TO HIS CONSULAR ASSISTANT
UNCLASSIFIED

UNCLASSIFIED

PAGE 03 NDJAME 02043 061354Z

MEDICAL FILES (E) ARE LIMITED TO ACCESS BY EMBASSY/PEACE CORPS
CONTRACT NURSE ONLY AND ARE STORED IN BAR LOCK CABINET IN
PEACE CORPS OFFICE.

RETENTION AND DISPOSAL - ABCDE - RECORDS ARE EITHER
FORWARDED TO DEPT. OF STATE, RETIRED OR DESTROYED AFTER
THREE YEARS.

7. ADMINISTRATIV OFFICER.

8. NOT APPLICABLE.DWYER

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NNN

*** Current Handling Restrictions *** n/a

*** Current Classification *** UNCLASSIFIED

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Disposition Event:
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Margaret P. Grafeld
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